

<b>Process Name:</b> Benefits Administration		<b>Process Identifier:</b> BA	
<b>Sub-Process Name:</b> Deferred Comp		<b>Sub-Process Identifier:</b> BA-7	
<b>Sub-Process Purpose and Objectives:</b> Process enrollments and deductions for deferred compensation plans			
<b>Sub-Process Description:</b> Participants enroll in 401k and 457 plans by completing an election form and sending it to the third party administrator (TPA). The TPA then sends a file to the State (twice/month) that is entered into payroll to establish the contribution. Once a year when longevity pay is processed, the participant may elect to deduct deferred compensation or not. The \$20/month State match is recorded at the time the deductions are made. When payroll processes, actual deduction amounts are sent back to the TPA.			
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>Participant submits election or change forms</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>Participant</li><li>TPA's</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
Enrollment information	Interface file	7,000/year	TPA
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Deduction and State match information	Database	25,000/pay period	Payroll
Deduction and State match information	Interface file	25,000/pay period	TPA
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>		<b>Target Value</b>

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<b>Laws, Regulations, and Policies That Govern Sub-Process:</b>			
<ul style="list-style-type: none"> <li>Federal regulations governing deferred compensation plans (IRS 401K, 457, 115)</li> </ul>			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>		<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
<b>Applications that Support the Sub-process</b>			
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>		<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		See PY-1	

State of Tennessee  
ERP Automation Assessment Study – Final Report

